

**INDIANA COMMISSION ON PROPRIETARY EDUCATION**  
**Minutes of the Board of Commissioners**  
**September 13, 2006**

**CALL TO ORDER**

Paul Black called the meeting to order at 10:00 a.m. The meeting was conducted in the Indiana Government Center, South, Room 5, 302 West Washington Street, Indianapolis, Indiana.

**IN ATTENDANCE**

**Board:** Paul Black, Bruce Reynolds, Dr. Ken Sauer, Dennis Southerland

**Absent:** Ken Konesco, Paula Pinkstaff and Patricia Shutt

**Staff:** Lynn Adams, Cathy Bladen, Rebecca Carter, Dinell Edge, Ross Miller, Kyle Robertson, Jeff Weber, Jodi White

**Guests:** Kathy Chiudioni and Molly Pope, International Business College; Sheryl Elston, Brown Mackie College, Michigan City; Connie Adelman, Brown Mackie College, South Bend; Madeleine Slutsky, Carol Kelley, and Sherri Gapinski, The Art Institute of Indianapolis; William Board and Justin McAdams, Indiana State Budget Agency; Aurora Green and Mary Burden, Northern Lights School of Massage; Dan Breen Truck Driver Institute; Mary Harmon, Joe Davis, MedTech College; John Woods and John Enrud, MedTech College/DelTak Corp a division of Rasmussen College; Debra Stewart and Ashley Bischoff, Embry Riddle Aeronautical University

**MEETING**

**Consideration of the Minutes of the Meeting of June 14, 2006**

Mr. Black asked if there were any additions or corrections to the minutes as presented.

Mr. Reynolds noted that his city of residence should be corrected as Carmel rather than Fort Wayne.

**Resolved:** Mr. Southerland made a motion to accept the minutes of June 14, 2006 as amended. Dr. Sauer seconded the motion. The motion was unanimously approved.

**NEW BUSINESS**

A. Northern Lights School of Massage – On-Site Evaluation Report

**Staff Recommendation**

Commission staff recommended that Northern Lights School of Massage be granted Fully Accredited status.

**Background**

Northern Lights School of Massage began operation in August 2005. Devora Aurora Green is the owner of the school that is located in Yorktown, Indiana. Mary Burdon is the Director of Education with Marla Haughn and Kathleen Wilson serving as instructors.

The school offers a 700 clock hour certificate in Massage Therapy at a cost of \$6900. It takes 72 weeks to complete. The school currently has three students.

The evaluation team consisted of Linda Banter, a former school owner and current practitioner in the field; Kris Engelmann, a registered nurse and practicing massage therapist; and Linsey Smith a massage therapy school graduate and practitioner.

## **Discussion**

Ross Miller introduced Ms. Green and Ms. Burden who were present representing the school. Mr. Miller noted that the 700 clock hour program exceeds the 500 hours recommended by the Commission on Massage Therapy Association (COMTA).

All team members recommended a grant of Fully Accredited status. Mr. Miller noted that with only three students, they are receiving a lot of individual attention.

Mr. Reynolds asked if staff ever advises the board of the team members' previous experience as evaluators.

Mr. Miller indicated that this evaluation was the first for these three team members and that he could include that information in future reports.

Mrs. Carter noted that staff does maintain a log of that information.

Mrs. Green noted that they are currently working toward national accreditation with COMTA.

Mr. Black asked how they derived the name *Northern Lights*.

Ms. Green simply stated that her name is Aurora – meaning Aurora Borealis or Northern Lights.

**Resolved:** Mr. Southerland made a motion to accept staff's recommendation to award Northern Lights School of Massage Fully accredited status. Mr. Reynolds seconded the motion. The motion was unanimously approved.

## **B. Truck Driver Institute, Indianapolis Branch – On-Site Evaluation Report**

### **Staff Recommendation**

Commission staff recommended a grant of Fully Accredited status.

### **Background**

Thomas Gast started the first Truck Driver Institute (TDI) in 1991 in South Bend, Indiana. The Indianapolis location opened in 2005 a few miles south on downtown on Bluff Road. TDI is affiliated with Commercial Driver Institute (CDI) which has locations in Indiana and a few southern states. TDI and CDI operate a combined total of six truck driving schools.

The school offers a certificate program title Custom Motor Carrier Training. The program is 154 clock hours in length offered over a three-week period at a cost of \$5995.

The evaluation team consisted of Shirl Johnson, a 30-year veteran driver and current operations manager for Carter Truck Lines; Dave Stahly, a 20-year veteran manager of various trucking and transportation companies responsible for managing and hiring drivers; and Jeff Moeller, a CDL Auditor/Examiner with the Indiana Department of Revenue Motor Carrier Services Division.

### **Discussion**

Mr. Miller introduced Dan Breen who was present to represent the school. Mr. Breen has been with the school since the inception of the original location in South Bend in the late 1960's.

Mr. Miller explained that Mr. Moeller serves as a team member on all truck driving school evaluations as the result of a Memorandum of Understanding between the Indiana Department of Revenue Motor Carrier Services Division and the Commission on Proprietary Education.

Mr. Moeller and Mr. Stahly both recommended Fully Accredited status while Mr. Johnson made some recommendations. However, the recommendations are outside the purview of the commission and, therefore, were passed along as suggestions to the school. The school in response provided documentation of implementation of Mr. Johnson's suggestions. Commission staff viewed this action as a sincere desire on the school's part to make the school the best it can be.

Dr. Sauer asked what the minimum training hours are for truck driving instruction.

Mr. Weber responded that there are no training hour requirements. He noted that the Department of Revenue has established a task force with some of the truck driving schools as partners to help develop some minimum training standards. Mr. Miller advised that the school's under the commission's jurisdiction offer training in the range of 136 hours to 160 hours.

Mr. Reynolds asked if it was normal to conduct an evaluation on two different days. Mr. Miller replied that it is the best case scenario to conduct the evaluation in one day with all team members present. However, due to the difficulty of acquiring evaluators and coordinating their schedules with the staff and school's scheduled classes, it is sometimes necessary to take a team in on separate days.

**Resolved:** Mr. Reynolds made the motion to award Truck Driver Institute, Indianapolis Fully Accredited status. Dr. Sauer seconded. The motion was unanimously approved.

### C. The Art Institute of Indianapolis – New Degree Requests

#### **Staff Recommendation**

Commission staff recommended that the Art Institute of Indianapolis be granted the authority to award the following degrees:

Associate of Science in Culinary Arts with the stipulation that faculty credentials will be submitted for commission approval prior to implementing the program

Bachelor of Science in Culinary Management

Bachelor of Science in Fashion and Retail Management with the stipulation that faculty credentials will be submitted for commission approval prior to implementing the program

Bachelor of Science in Fashion Design

#### **Background**

The Art Institute of Indianapolis is nationally accredited by the Accrediting Council for Colleges and Schools and Colleges of Technology (ACCSC).

The associate of science degree consists of 112 quarter credit hours of training with a minimum of 50% of the courses in the specialty and 35% of the remaining courses are in liberal arts. The Bachelor of Science degree consists of 192 quarter credit hours with the two plus two format.

#### **Discussion**

Ms. Carter introduced representatives from the Art Institute of Indianapolis, Madeleine Slutsky, Sherri Gapinski, and Carol Kelley.

Supplemental materials with an amended report were distributed to the members of the board.

Ms. Carter noted that although the state requires a minimum of 50% of the courses in the specialty for an associate of science degree, the degree presented for approval actually contains 75% of the courses in the specialty. As a note of clarification, the state's requirements are that 35% of the remaining courses be in general education, not 35% of the courses in the program.

There was a thorough discussion about the actual proposed names and degree designation of the programs. Ms. Carter noted that commission staff received communications from the school indicating three different program names for one program.

Ms. Carter stated that the degree programs are not new to the Arts Institute system, as they are being offered at other locations throughout the country. They are new for Indiana.

**Resolved:** That the Art Institute of Indianapolis be granted the authority to award the following degrees:

AS in Culinary Arts, BS in Culinary Management, BS in Fashion and Retail Management, and a BS in Fashion Design with the stipulation that faculty credentials will be submitted as needed to commission staff for approval as additional instructors are hired in the specialties before implementing the programs. Mr. Southerland made the motion. Mr. Southerland made the motion. Dr. Sauer seconded the motion. The motion was unanimously approved.

D. Brown Mackie College, Michigan City, Indiana – New Degree Request

**Staff Recommendation**

Commission staff recommended that Brown Mackie College, Michigan City, Indiana be granted the authority to award the Associate of Science in Early Childhood Education.

**Background**

Brown Mackie is nationally accredited by the Associate of Independent Colleges and Schools (AICS).

The associate of science program consists of 96 quarter credit hours of training and a minimum of 50% of the courses are in the specialty and 40% are in the liberal. The faculty meets the criteria as stipulated in 570 IAC 1-10.1-4.

**Discussion**

Ms. Carter introduced the representative of Brown Mackie College, Michigan City, Sheryl Elston.

This campus is formerly known as Commonwealth Business College and has operated in the Michigan City area for many years.

Dr. Sauer asked what bachelor program is affiliated with the associate of science degree.

Ms. Elston responded that one of Brown Mackie's sister schools, Argosy University in Chicago, has a BS in Early Childhood Education into which the AS graduates may matriculate.

Dr. Sauer requested that Ms. Carter, in future degree reviews for AS degrees, ask the proposing institution what their articulation arrangement is for a BS degree.

Ms. Carter stated that could be accomplished by modifying the degree application form.

**Resolved:** Mr. Reynolds made a motion to grant Brown Mackie College, Michigan City, the authority to award the Associate of Science in Early Childhood Development with the stipulation that faculty credentials be submitted to commission staff for approval prior to implementation of the program. Dr. Sauer seconded the motion. The motion was unanimously approved.

E. Brown Mackie College, South Bend, Indiana – New Degree Request

**Staff Recommendation**

Commission staff recommended that Brown Mackie College, South Bend, Indiana be granted the authority to award the Associate of Science in Early Childhood Education.

**Background**

Brown Mackie is nationally accredited by the Associate of Independent Colleges and Schools (AICS).

The associate of science program consists of 96 quarter credit hours of training and a minimum of 50% of the courses are in the specialty and 40% are in the liberal. The faculty meets the criteria as stipulated in 570 IAC 1-10.1-4.

## **Discussion**

No discussion.

**Resolved:** That Brown Mackie College, South Bend, be granted the authority to award the AS in Early Childhood Education with the stipulation that faculty credentials be submitted to commission staff for approval prior to implementation of the program. Mr. Southerland made the motion. Mr. Reynolds seconded the motion. The motion was unanimously approved.

F. Embry Riddle Aeronautical University, Indianapolis, New Degree Requests

## **Staff Recommendation**

Commission staff recommended that Embry Riddle Aeronautical University be granted the approval to award the following degrees:

BS in Technical Management/Logistics Specialty  
BS in Technical Management/Occupational Safety and Health Specialty  
BS in Technical Management/Professional Valuations Specialty  
BS in Aviation Maintenance Management  
MS in Management

## **Background**

Embry Riddle Indianapolis is accredited by the Southern Association of Colleges and Schools (SACS). The Bachelor of Science degree consists of 120 to 126 semester credit hours and the master's degree consist of 36 additional semester credit hours of training.

Additional faculty credentials were provided to the board to satisfy the faculty requirements.

## **Discussion**

Ashley Bishoff, Director and Debra Stewart, Assistant Director were present to respond to questions.

Mr. Black asked if there is presently sufficient staff to begin operation of the programs.

Ms. Stewart replied that there is.

Mrs. Carter explained that faculty may come and go throughout the year, but the initial faculty for beginning the program must meet the criteria.

The degrees for which the university is seeking approval are currently offered at various university campuses throughout the world.

**Resolved:** Dr.Sauer made the motion to accept the staff recommendation to grant Embry Riddle University – Indianapolis approval to award the

BS in Technical Management/Logistics Specialty  
BS in Technical Management/Occupational Safety and Health Specialty  
BS in Technical Management/Professional Valuations Specialty  
BS in Aviation Maintenance Management  
MS in Management

Mr. Southerland seconded the motion. The motion was unanimously approved.

G. International Business College, Indianapolis, Indiana – New Degree Request

### **Staff Recommendation**

Commission staff recommended that International Business College be granted the authority to award the associate of applied science degree in Dental Assisting with the stipulation that faculty credentials for the dental faculty will be submitted prior to implementation of the program.

### **Background**

International Business College is nationally accredited by the Associate of Independent Colleges and Schools (AICS). The program includes 69 semester credit hours of training, a minimum of 75% of the courses are in the specialty. Faculty members who will be teaching the Dental courses will submit the faculty credentials for commission staff approval prior to the start date of the program.

### **Discussion**

Kathy Chiudioni, Director and Molly Pope, Director of Financial Aid were present to respond to questions.

The dental assisting program is new to the International Business Colleges, however, the sister school in Pittsburgh is offering the program.

**Resolved:** That International Business College – Indianapolis be granted approval to award the Associate of Applied Science in Dental Assisting with the stipulation that instructor qualification records be submitted to commission staff for approval prior to beginning the program. Mr. Southerland made the motion. Mr. Reynolds seconded the motion. The motion was unanimously approved.

H. ITT Technical Institute Fort Wayne, and Newburgh, Indiana – New Degree Requests

### **Staff Recommendation**

Commission staff recommended that ITT Technical Institute Fort Wayne and Newburgh, Indiana be granted the authority to award the AAS in Health Information Technology with the stipulation that faculty credentials be submitted to commission staff for approval prior to the start of the program.

### **Background**

ITT Technical Institute is nationally accredited by the Associate of Independent Colleges and Schools (AICS).

The program consists of 96 quarter credit hours and a minimum of 75% of the courses are in the Specialty. The faculty has not yet been hired. However, as is the case with the ITT schools, they will submit faculty credentials for commission staff approval prior to beginning the program.

### **Discussion**

Mrs. Carter reported that there were no representatives of ITT present at the meeting. She advised that Angela Long, who had been the governmental liaison for ITT sent notification of her departure from the ITT group. There were no other representatives of ITT present.

**Resolved:** That ITT Technical Institute, Fort Wayne and Newburgh, Indiana be granted the approval to award the AAS in Health Information Technology with the stipulation that faculty credentials be submitted for approval by commission staff prior the beginning the program. Mr. Southerland made the motion. Dr. Sauer seconded the motion. The motion was unanimously approved.

## I. MedTech College, Indianapolis, Indiana – New Degree Requests

### **Staff Recommendation**

Commission staff recommended approval of the request of MedTech College to award the AAS in Business Management, AAS in Criminal Justice, and an AAS in Health Information Technician.

### **Background**

MedTech College is nationally accredited by the Association of Independent Colleges and Schools.

Each of the programs include either 97 or 99 quarter credit hours of training, a minimum of 75% of the courses are in the specialty, and the faculty meet the criteria as stipulated in 570 IAC 1-10.1-4.

### **Discussion**

Joe Davis, President, Mary Harmon, Executive Vice President of Faculty; and members of the corporate staff, John Enrud and John Woods, were present to respond to questions. MedTech – Indianapolis is a branch campus of a school in New Jersey.

**Resolved:** That MedTech College be granted the approval to award the AAS in Business Management, AAS in Criminal Justice, and an AAS in Health Information. Mr. Southerland made the motion. Dr. Sauer seconded the motion. The motion was unanimously approved.

## **OLD BUSINESS**

Update on the proposed Transcript Search/ Retrieval Fee

### **Staff Recommendation**

Commission staff removed from consideration the proposed implementation of a transcript search fee.

### **Background**

Lynn Adams, Records Coordinator proposed the implementation of a transcript search and retrieval fee as the March 8, 2006 meeting. Due to a divided staff on the subject, the Board directed staff to revisit the proposal and to come back with a unified recommendation.

### **Discussion**

Further review of other state's requirements and practices revealed that it was not fiscally reasonable to implement the fees. Any fees derived from the fees would do nothing to augment the agency budget because funds received would go to the state's general fund.

**Resolved:** The proposal to implement a transcript and retrieval fee was withdrawn.

## **COMMISSIONER'S REPORT**

Mr. Weber presented the agency financial report. He noted that it is an information item to keep the Board of Commissioners advised on the financial status of the agency.

Mr. Weber provided some new documentation materials regarding the PROBE, i.e. Program Results Outcome Based Education. It is under the guidance of the General Assembly and the 2005 directive that the State Budget Agency evaluate the efficiency of the various entities of state government. Through the Office of Management and Budget the Government Efficiency and Financial Planning the PROBE was conducted. The mechanism for the implementation consisted of a couple of meetings with the commission staff in late May and

early June where staff explained the role of the commission, provided copies of the statutes, regulations, annual reports, and other documentation. Mr. Weber noted that he did express his concern with the measuring instrument from which the results are to be scored and its applicability to the agency and his belief that it is unfortunately reflected in the final assessment recommendation.

Mr. Weber noted that there are two separate reports because one reflects the agency administration and the second the Veterans Education Division of the agency.

Mr. Weber stated the PROBE results for the Veterans Education Division give a rating of 47% which translates to ineffective. The commission believes the more appropriate rating should be at or near 100%. Mr. Weber believes there is a total lack of understanding on the part of the evaluators of both the Veterans Education Division and the COPE responsibilities and roles.

Dr. Sauer asked if staff has the ability to provide a rebuttal to the report.

Mr. Weber replied that the instructions for submission of the budget for 2007 – 2009 allows for a narrative description of each of the programs and how the agency responds to the PROBE is up the agency. His intention is to provide a two-part document that would be a point – counterpoint response, and a second, more general description to provide the context within which the agency has operated since 1971.

Commission staff has received from some of the institutions it regulates, national accrediting bodies, and materials on file from students to support the activities of the agency. More or less to defend its continued need because the instructions for the submission of agency budgets indicate that programs receiving ratings of ineffective in the PROBE will be suspended for 2008 and 2009. Therefore, the agencies are to provide a statement of their intentions to terminate, redeploy resources or rationale for continuation.

Additional information received this morning from Jason McAdams, the agency analyst with the State Budget Agency, who was present, indicates there is an appeals process that has begun. It is Mr. Weber's hope that by the end of October, 2006, the agency will have received a more accurate assessment on the PROBE. If, as a result of the appeals process the assessment of the PROBE remains ineffective, then the agency would need to be proposed as a new program in state government.

Mr. Black explained that because of the nature of this agency which is one of only two where the Board of Commissioners hires the Department Head as opposed to it being a gubernatorial appointment, he has interjected himself into the process.

As can be understood, this result has created great concern and consternation among staff as to whether we should be looking for new jobs.

## **APPROVAL OF EXPENSES AND ADJOURNMENT**

**Resolved:** That the expenses are approved and the meeting adjourned. Dr. Sauer made the motion. Mr. Reynolds seconded the motion. The motion was unanimously approved.

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Patricia Shutt, Secretary

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Date



